



# Shelby County Government

A C Wharton, Jr.  
Mayor

October 26, 2009

Mr. Jeffrey C. Smith  
Encor, LLC  
5566 Commander Drive  
Arlington, TN 38002

**RE: RFP #09-004-82, ADA Curb & Ramp Installation**

Dear Mr. Smith:

We are pleased to inform you that your firm has been selected to provide **ADA curb & ramp installation**, that was issued on the above-described RFP.

A contract for these services will be forwarded to your office for your review and approval. Until then, no work should begin on this project until you receive an official "Notice to Proceed," along with a fully negotiated and executed copy of the contract. Also, in order to do business with Shelby County Government, all vendors are required to submit an on-line application by going to [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov) and selecting the Vendor Registration link. Your "Notice to Proceed" and executed contract will not be issued until this process has been completed.

Thank you for your proposal and congratulations on your selection. Shelby County Government looks forward to the successful and timely delivery of this very important service and your company's efforts in reaching this goal.

If you have any questions regarding this letter, please contact Mr. Nelson Fowler @ (901) 545-4353.

Sincerely,

A handwritten signature in black ink, appearing to read "Clifton Davis", is written over a circular stamp.

Clifton Davis  
Administrator of Purchasing  
Shelby County Government

CD/shw

cc: Michael Oakes, County Engineering  
Lisa Kelly, Assistant County Attorney  
Tonya Blunt, Contracts Administration




## Purchasing Department

160 N. Main, Suite 550  
Memphis, TN 38103

(901) 545-4365  
Fax: (901) 545-4531

# Memorandum

**To:** Honorable A C Wharton, Jr,  
Shelby County Mayor

**From:** Clifton Davis, Administrator   
Purchasing Department

**Date:** October 22, 2009

**Re:** RFP-09-004-82, ADA Curb & Ramp Installation

Five (5) companies submitted responses to "RFP-09-004-82, "ADA Curb & Ramp Installation".

<u>Bidders</u>	<u>EOC Provision Code</u>	<u>Base Bid</u>	<u>LOSB</u>	<u>Percentage</u>
Roy R. Holmes	D	\$101,501.25	\$21,000.00.	20.60%
Encor, LLC	A	\$134,885.00	\$26,977.000.	20.00%
Ferrell Paving	A	\$149,082.00	\$32,050.00	21.50%
Triple K Construction	D	\$156,272.00	\$156,272.00	100.00%
Dixieland Contractors, Inc	A	\$217,266.50	\$43,464.45	20.00%

After a review of the bids by the department and with the concurrence of Purchasing, it was determined that Encor, LLC submitted the most responsive proposal for providing the requested services to Shelby County Government.

The low bidder, Roy Holmes Construction Company, Inc. did not extend their bid beyond the one hundred twenty days (120) specified in the proposal due to an increase in the price of concrete. The second low bidder, Encor, LLC has agreed to extend their price an additional ninety days (90).


Because of budgetary constraints the scope of work had to be reduced from 104 ramp locations to 72 ramp locations. Encor has agreed to the reduction in the scope of the project. However, the unit price remains the same.

The total amount of the award is \$ 94,730.00.

Please indicate your response to this selection in the space provided below:

APPROVED: \_\_\_\_\_ ✓

APPROVED WITH CHANGES: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_  
\_\_\_\_\_ 

A C WHARTON, JR., MAYOR

DATE: \_\_\_\_\_ 10/22/09